

Transit Benefit Integrity Awareness Training Login Instructions

To enhance management controls for preventing Transportation Subsidy Program fraud, waste, and abuse, recertification (e.g., mandatory training, application and recertification statement submission, program withdrawal, etc.) is required by all participants on an annual basis. Recertification must occur before December 16, 2013, in order for participants to receive Transportation Subsidy benefits for Fiscal Year 2014.

To improve efficiencies and alleviate end of year strain, we have staggered deadlines by bureau/office. Please note, there are two Recertification deadlines: Monday, 12/2/2013 and Monday, 12/16/2013. (See Recertification Schedule under Participant Resources on the [Annual Transit Subsidy Recertification webpage](#).)

All Transportation Subsidy Program Benefit and Annual Pass Participants must complete the requirements for recertification; e.g., mandatory training and application, worksheet, de-enrollment, updates, and/or Recertification Statement.

Transit Benefit participants are required to complete the online ***Transit Benefit Integrity Awareness Training*** course.

NEW DOI LEARN USERS (NEW EMPLOYEES ONLY)

- Federal Personnel Payroll System actions must be established prior to the creation of a DOI Learn account. There is often a delay associated with this personnel action.
- If you do not have access to the online learning portal, there is an alternate training method.
- Download an online copy of the ***Transit Benefit Integrity Awareness Training*** course at DOI Learn website at <http://www.doi.gov/doilearn/training-download.cfm>. Then take the ***Transit Benefit Integrity Awareness Training*** course; print out and retain a copy of your Certificate of Completion and submit evidence of completion to your bureau/office Transportation Subsidy Program Coordinator. DOI Learn Program Administrators cannot track training history from employees who download training from the DOI University.
- For help with technical difficulties, please contact the DOI LEARN helpdesk at 866-466-1998 or doilearn@sumtotalsystems.com

EXISTING DOI LEARN USERS

- To access the course: Log into DOI LEARN at <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=124977>
- It will take users to the login screen of DOI Learn.
- Log into the system. You will go directly to the ***Transit Benefit Integrity Awareness Training*** course.
- Click Enroll (located on the right side of the screen) to register into the ***Transit Benefit Integrity Awareness Training*** course.
- You will need to successfully pass the post assessment with a score of 100% to receive a completion certificate for the course.
- For help with technical difficulties, please contact the DOI LEARN helpdesk at 866-466-1998 or doilearn@sumtotalsystems.com

TRAINING NOTES

- If you have access to the online learning portal, DOI Learn, DOI Learn Program Administrators will forward weekly reports to your Coordinator to verify your completion; just print out and retain a copy of your Certificate of Completion for your records.
- If you are unable to access the online learning portal, DOI Learn, you MUST submit evidence of your completion of the ***Transit Benefit Integrity Awareness Training*** course to your bureau/office Transportation Subsidy Program Coordinator along with other required documents.

- If you are located within the Washington, DC National Capital Region (NCR), a list of Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation Transportation Subsidy

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Program Coordinators can be found at: http://www.doi.gov/ofas/support_services/coordinators.cfm

- If you are located outside of the Washington, DC National Capital Region, contact your Regional/Field Transportation Subsidy Program Coordinator or Fare Media Distributor.
- Applications, forms, policies and procedures, and additional Transit Subsidy Program information can be found at: http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm
- Annual Transportation Subsidy Program Recertification webpage:
http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm

Contact your bureau/office transit coordinator to recertify right away!